**IT Applications Unit 3, AOS 2, Organisations and Data Management**

**Database Design Tools, p 106**

**Naming Conventions**

1. List the naming conventions that can be applied to a database.

Prefixes, Tables tbl, Customer cus, Queries qry, Forms frm, Report rpt.

Names to be descriptive, spaces and underscores avoided.

**Entity-Relationship Diagram, (ERD)**

1. Describe the nature of these diagrams.

Used to establish interrelationships between different data elements.

1. Draw the symbols used to represent, entities, relationships and attributes.
2. List the three steps to create an ERD.

Identify the entities, Define the relationships, Add the attributes

**Data Structure Table**

1. draw a diagram of the data structure table which is used to design a new database.
2. Note: database tables cannot hold formulas.

**Data Structure diagram**

1. What is the purpose of this diagram?

To identify fields and the data they represent.

**Query Design**

1. what is a query?

Restriction s placed on the data top provide relevant data

1. Distinguish between a primary and a secondary sort

Primary sort is your first sort, the secondary is where another rule is applied to the original data to make it even more accurate or effecent.

1. Read the query criteria that can be used, including symbols, plain text, \*? Wildcards, etc.

**Layout diagram**

1. What does a layout diagram involve?

Sketching reports

1. List what is contained on a layout diagram.

Location of headings, labels, fields, use of formats and conventions.

**Test Data**

1. When is a set of test data prepared?

design

1. What is the role of the test data?

To make sure that the data is a accurate as it can be my eliminating ranges of incorrect data.

**Validating data**

1. List the available electronic validation checks in the software.

Datalists, inputmasks, range checks

1. What is an input mask?

A set layout for the input of data, one box for each number of a phone number.